



Central Services

Department Summary

Department Overview

The Central Services Department is comprised of the Fleet Maintenance and Facilities Maintenance programs, which manage the maintenance of City infrastructures and vehicles. The programs in this Department were previously accounted for in a separate internal service fund and are now being accounted for in the General Fund beginning in FY 12-13.

Goals

- Maintain City facilities in a secure, clean, and aesthetically acceptable condition, as resources allow.
- Maintain City facilities at a level to prevent any interruptions of occupancy.
- Ensure City vehicles are maintained to prevent any service interruptions.

Workplan Highlights

- Continue to evaluate the use of alternative fuel options as a replacement vehicle criterion.
- Improve maintenance scheduling and training for public safety vehicles to reduce service interruptions.
- Implement the use of fuel readers to improve the tracking of vehicle maintenance.
- Restore the decorative sheeting on the roofing overhand at City Hall and the Historic Garage.





Central Services

Department Summary

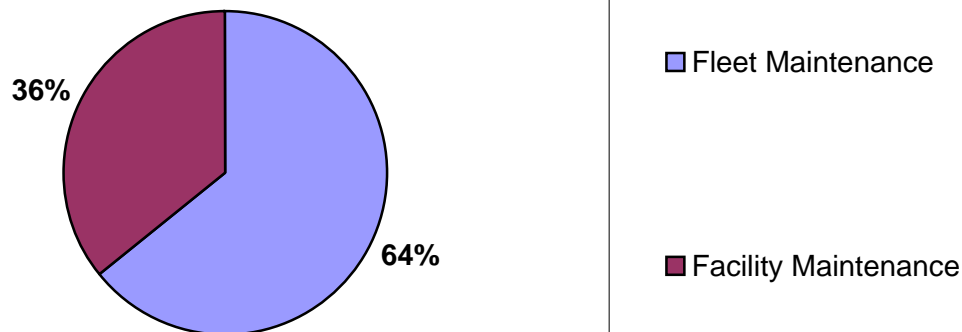
Mission Statement

To maintain the City's facilities and vehicles in a safe, functional, and reliable condition so the City's infrastructure, programs, and services can benefit and serve the community.

Expenditure Summary by Program

<u>Program Name</u>	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Projected	FY 12-13 Budget	FY 13-14 Forecast
Fleet Maintenance	\$ 1,449,196	\$ 1,497,220	\$ 1,503,955	\$ 1,489,786	\$ 1,514,694
Facility Maintenance	648,511	819,590	804,615	833,908	844,684
Total Program Budget	\$ 2,097,707	\$ 2,316,810	\$ 2,308,570	\$ 2,323,694	\$ 2,359,378
Less: Program Revenues	2,230,745	1,978,160	1,437,040	1,040,585	1,040,585
Net Program Budget	\$ (133,038)	\$ 338,650	\$ 871,530	\$ 1,283,109	\$ 1,318,793
Cost Recovery %	106%	85%	62%	45%	44%

Department FY 12-13 Expenditures by Division





Central Services

Department Summary

Expenditure Summary by Category

<u>Expenditure Category</u>	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Projected	FY 12-13 Budget	FY 13-14 Forecast
Personnel Services	\$ 775,287	\$ 812,445	\$ 802,320	\$ 851,186	\$ 886,870
Contractual Services	300,712	417,730	415,980	425,410	425,410
Materials & Supplies	636,764	634,575	638,210	651,140	651,140
Capital Outlay	306,392	373,500	373,500	373,500	373,500
Cost Allocation	78,552	78,560	78,560	22,458	22,458
Total Program Budget	\$ 2,097,707	\$ 2,316,810	\$ 2,308,570	\$ 2,323,694	\$ 2,359,378
Less: Program Revenues	2,230,745	1,978,160	1,437,040	1,040,585	1,040,585
Net Program Budget	\$ (133,038)	\$ 338,650	\$ 871,530	\$ 1,283,109	\$ 1,318,793

Personnel Summary

<u>Program</u>	FY 10-11 Actual	FY 11-12 Projected	FY 12-13 Budget	FY 13-14 Forecast
Fleet Maintenance	5.25	5.00	5.25	5.25
Facility Maintenance	2.50	2.50	2.50	2.50
Total	7.75	7.50	7.75	7.75

Fund Summary

Program Budget by Fund				
General Fund	\$ 2,097,707	\$ 2,308,570	\$ 2,323,694	\$ 2,359,378
Net Program Budget by Fund				
General Fund	\$ (133,038)	\$ 871,530	\$ 1,283,109	\$ 1,318,793



Central Services

Fleet Maintenance

Program Description

The Fleet Maintenance program provides and manages maintenance and emergency repairs of City vehicles, including public safety, the Alameda Housing Authority, and Alameda Municipal Power. The program also provides maintenance and emergency repairs for Alameda Unified School District vehicles.

Key Objectives

1. Complete emergency repairs for public safety department equipment within 24 hours.
2. Complete non-emergency service requests for public safety departments within two days.
3. Complete emergency service requests for non-public safety departments within two days.
4. Complete non-emergency service requests for non-public safety departments within three days.



Budget Highlights and Significant Proposed Changes

- This program, previously accounted for in a separate internal service fund, is being accounted for in the General Fund beginning in FY 12-13.
- The variance in Cost Allocation is a result of the recently updated Cost Allocation Plan.

Performance Indicators

Performance Indicator	Relates to Objective	FY 10-11 Actual	FY 11-12 Projected	FY 12-13 Budget	FY 13-14 Forecast
Emergency repairs for public safety departments	1	187	125	200	200
Non-emergency repairs for public safety departments	2	122	80	150	150
Emergency repairs for non-public safety departments	3	225	118	200	200
Non-emergency repairs for non-public safety departments	4	584	450	450	450



Central Services

Fleet Maintenance (703001)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	FY10-11 Actual	FY11-12 Budget	FY11-12 Projected	FY12-13 Budget	FY13-14 Forecast
Personnel Services	\$ 563,261	\$ 573,555	\$ 584,355	\$ 613,928	\$ 638,836
Contractual Services	51,255	83,430	81,680	81,680	81,680
Materials & Supplies	456,540	394,985	392,670	402,770	402,770
Capital Outlay	306,392	373,500	373,500	373,500	373,500
Cost Allocation	71,748	71,750	71,750	17,908	17,908
Total Program Budget	\$ 1,449,196	\$ 1,497,220	\$ 1,503,955	\$ 1,489,786	\$ 1,514,694
Less: Program Revenues*	1,466,393	1,226,330	685,210	843,405	843,405
Net Program Budget	\$ (17,197)	\$ 270,890	\$ 818,745	\$ 646,381	\$ 671,289

Personnel Summary

<u>Position</u>	FY10-11 Actual	FY11-12 Budget	FY12-13 Budget	FY13-14 Forecast
Public Works Supervisor	1.00	1.00	1.00	1.00
Senior Fleet Mechanic	1.00	1.00	1.00	1.00
Fleet Mechanic	3.00	3.00	3.00	3.00
Senior Management Analyst	-	-	0.25	0.25
Senior Account Clerk	0.25	-	-	-
Totals	5.25	5.00	5.25	5.25

* Includes cost allocation charges to other City programs. For FY 12-13 and 13-14 charges to other General Fund programs have been eliminated from program revenue.



Central Services

Facility Maintenance

Program Description

The Facility Maintenance program provides and manages maintenance and emergency structural repairs for all City facilities, including City Hall, City Hall West, all branch libraries, fire stations, recreation centers, and maintenance centers. The program also delivers paper stock and retrieves files for all City departments. This program includes reserves for facility maintenance, which funds the long-term maintenance of City facilities.

Key Objectives

1. Maintain City facilities at a level to prevent any interruption of occupancy.
2. Maintain City facilities in a secure, clean, and aesthetically acceptable condition, as resources allow.
3. Respond to emergency service requests within 24 hours.
4. Respond to non-emergency service requests within 30 days.

Budget Highlights and Significant Proposed Changes

- This program, previously accounted for in a separate internal service fund, is being accounted for in the General Fund beginning in FY 12-13.

Performance Indicators

Performance Indicator	Relates to Objective	FY 10-11 Actual	FY 11-12 Projected	FY 12-13 Budget	FY 13-14 Forecast
Emergency service requests	3	40	45	50	55
Non-emergency service requests	4	336	600	700	800
Paper and file deliveries to City departments		150	150	150	150
Buildings maintained	1, 2	35	35	35	35





Central Services

Facility Maintenance (706001)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	FY10-11 Actual	FY11-12 Budget	FY11-12 Projected	FY12-13 Budget	FY13-14 Forecast
Personnel Services	\$ 212,026	\$ 238,890	\$ 217,965	\$ 237,258	\$ 248,034
Contractual Services	249,457	334,300	334,300	343,730	343,730
Materials & Supplies	180,224	239,590	245,540	248,370	248,370
Cost Allocation	6,804	6,810	6,810	4,550	4,550
Total Program Budget	\$ 648,511	\$ 819,590	\$ 804,615	\$ 833,908	\$ 844,684
Less: Program Revenues*	764,352	751,830	751,830	197,180	197,180
Net Program Budget	\$ (115,841)	\$ 67,760	\$ 52,785	\$ 636,728	\$ 647,504

Personnel Summary

<u>Position</u>	FY11-12 Actual	FY11-12 Projected	FY12-13 Budget	FY13-14 Forecast
Public Works Supervisor	0.20	0.20	0.20	0.20
Public Works Team Leader	1.00	1.00	1.00	1.00
Public Works Maintenance Worker II	1.30	1.30	1.30	1.30
Totals	2.50	2.50	2.50	2.50

* Includes cost allocation charges to other City programs. For FY 12-13 and 13-14 charges to other General Fund programs have been eliminated from program revenue.



City of Alameda, California

People and Places in the City

